

STATE OF CALIFORNIA



MEMO

To : FISCAL COMMITTEE
VICTORIA RUSNAK, CHAIR
ANTHONY A. BATARSE, JR., MEMBER

Date: December 27, 2017

From : ROBIN PARKER
DAWN KINDEL
SUZANNE LUKE

Subject: STATUS REPORT CONCERNING THE BOARD'S FINANCIAL
CONDITION FOR THE 1ST QUARTER OF FISCAL YEAR 2017-2018
AND STATUS ON THE BOARD'S COLLECTION OF ITS ANNUAL FEES

The following is a financial summary of the Board's expenditures and revenues through the 1st quarter of Fiscal Year 2017-2018.

| <i>Expenditures</i> | | <i>Revenue</i> | |
|--------------------------|-------------|---------------------------|--------------|
| Budget Appropriation | \$1,571,463 | Beginning Reserve Balance | *\$2,016,910 |
| Expenditures | \$365,475 | Revenues | \$1,265,235 |
| Unexpended Appropriation | \$1,205,988 | Total | \$3,282,145 |
| | | Current reserve balance | \$2,916,670 |

The Board expended 23% of its appropriated budget through the first quarter of fiscal year 2017-2018.

Attached for your review is a detailed summary of the Board's fund condition as well as an itemized Revenue and Expense statement.

In addition, the Board's annual manufacturer/distributor fee collection which began in August of this year is nearly completed. The Board invoiced 157 manufacturers, and one payment is still outstanding. When the last payment is received, a total of \$1,089,975 will be collected.

This memorandum is being provided for informational purposes only, and no Board action is required. If you have any questions prior to the Board Meeting, please contact me at (916) 323-1536 or Dawn Kindel at (916) 323-7201.

Attachments as stated

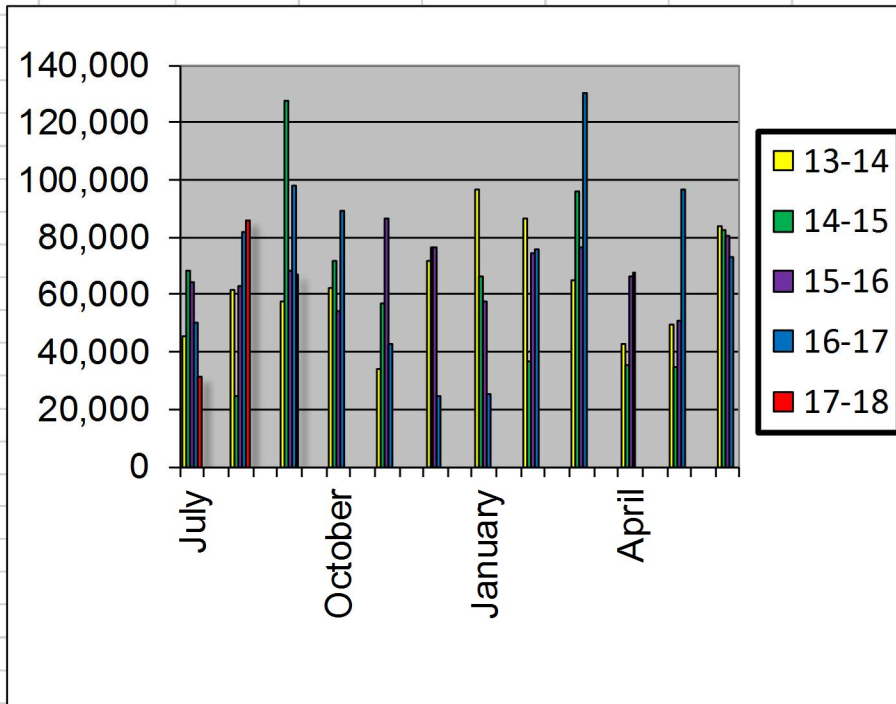
cc: Ramon Alvarez C., President

* additional expenditures will be deducted after release of Governor's Report (Pro Rata/ DMV Administrative charges/SCO/Fiscal)

Revenue and Expenditures July 1, 2017, through September 30, 2017 - (25% of fiscal year)

| | | | |
|--|--|--|--|
| Funds encumbered but not yet expended are treated as expenditures. Encumbrance balances are held in abeyance for two years after fiscal year's end, and any balance remaining after two years is released and returned to the Board's fund. | | | |
| Administrative charges are included in the total budget authorized by the department for support in areas such as personnel, budget, and business services; however, this amount is not treated as an allocation and is not captured in the attached detail. | | | |

| | 13-14 | 14-15 | 15-16 | 16-17 | 17-18 | | | | |
|-----------|------------|------------|------------|------------|------------|---|--|--|--|
| July | 45,607.00 | 68,125.00 | 64,200.00 | 50,376.00 | 314,15.00 | | | | |
| August | 61,800.00 | 24,600.00 | 62,700.00 | 82,057.00 | 85,886.00 | | | | |
| September | 57,715.00 | 127,577.00 | 68,148.00 | 97,783.00 | 66,836.00 | | | | |
| October | 62,325.00 | 71,935.00 | 54,000.00 | 89,275.00 | 0.00 | | | | |
| November | 33,900.00 | 56,700.00 | 86,358.00 | 42,410.00 | 0.00 | DEALER FEES FIVE YEAR COMPARISON | | | |
| December | 71,746.00 | 76,132.00 | 76,272.00 | 24,600.00 | 0.00 | | | | |
| January | 96,300.00 | 66,612.00 | 57,300.00 | 25,220.00 | 0.00 | | | | |
| February | 86,792.00 | 36,900.00 | 74,528.00 | 75,410.00 | 0.00 | | | | |
| March | 65,100.00 | 95,710.00 | 76,500.00 | 130,017.00 | 0.00 | | | | |
| April | 42,648.00 | 35,644.00 | 66,600.00 | 67,375.00 | 0.00 | | | | |
| May | 49,296.00 | 34,732.00 | 50,910.00 | 96,550.00 | 0.00 | | | | |
| June | 84,000.00 | 82,746.00 | 80,230.00 | 72,860.00 | 0.00 | | | | |
| Ytd | 757,229.00 | 777,413.00 | 817,746.00 | 853,933.00 | 184,137.00 | | | | |



NEW MOTOR VEHICLE BOARD
EXPENDITURE REPORT FOR THE FIRST QUARTER OF FISCAL YEAR 2017-2018
(25% of fiscal year)

| ACCOUNT CODE | DESCRIPTION | BUDGETED AMOUNT | EXPENDITURE EAR TO DATE | % | BALANCE REMAINING | % |
|--------------|---|------------------|-------------------------|------------|-------------------|------------|
| 1000 | PAYROLL EXPENSE | | | | | |
| 0030 | Salaries - full time staff | 813,996 | 184,487.00 | | 629,509 | |
| 0330 | Salaries - part time staff | 74,196 | 958.00 | | 73,238 | |
| 0830 | Overtime | 0 | 0.00 | | 0 | |
| 0990 | Salary Savings (minus) | 0 | 0.00 | | 0 | |
| 0020 | TOTAL - salary expense | 888,192 | 185,445.00 | | 702,747 | |
| 1010 | TOTAL - staff benefits | 420,083 | 83,749.00 | | 336,334 | |
| 1000 | CATEGORY TOTAL PAYROLL EXPENSE | 1,308,275 | 269,194.00 | 21% | 1,039,081 | 79% |
| 3000 | OPERATING EXPENSE AND EQUIPMENT | | | | | |
| 2010 | General Expense | | | | | |
| 2050 | Dues and membership | 4,000 | 0.00 | | 4,000 | |
| 2230 | Library purchases | 10,000 | 9,953.00 | | 47 | |
| 2260 | Minor equipment | 300 | 0.00 | | 300 | |
| 2270 | Office equipment - rent/ maintenance/ repair | 200 | 0.00 | | 200 | |
| 2380 | Miscellaneous general expense | 200 | 16.00 | | 184 | |
| 2391 | Miscellaneous office supplies | 7,300 | 942.00 | | 6,358 | |
| 2395 | Meeting expense | 2,000 | 667.00 | | 1,333 | |
| 2010 | Total - General Expense | 24,000 | 11,578.00 | | 12,422 | |
| 2410 | Printing | | | | | |
| 2440 | Office copier expense - rent/ maintenance | 1,750 | 0.00 | | 1,750 | |
| 2480 | Miscellaneous printing expense | 1,750 | 47.00 | | 1,703 | |
| 2410 | Total - Printing | 3,500 | 47.00 | | 3,453 | |
| 2610 | Postage -meter rental & service, FedEx | 9,000 | 2,268.00 | | 6,732 | |
| 2910 | Travel In-State | | | | | |
| 2920 | Lodging, mileage, misc. | 2,000 | 255.00 | | 1,745 | |
| 2940 | Commercial air transportation | 5,250 | 2,098.00 | | 3,152 | |
| 2950 | Rental cars / other travel expense | 7,750 | 3,115.00 | | 4,635 | |
| 2910 | Total - Travel In-State | 15,000 | 5,468.00 | | 9,532 | |

| | | | | | |
|-------------|--|----------------|------------------|--|----------------|
| 3110 | Travel Out-of-State | | | | |
| 3120 | Lodging, mileage, misc. | 1,000 | 0.00 | | 1,000 |
| 3140 | Commercial air transportation | 1,000 | 1,166.00 | | -166 |
| 3150 | Rental cars | 500 | 2,308.00 | | -1,808 |
| 3110 | Total - Travel Out-of-State | 2,500 | 3,474.00 | | -974 |
| | | | | | |
| | | | | | |
| 3320 | Training | 3,038 | 500.00 | | 2,538 |
| 3430 | Rent - non State owned building | 165,000 | 38,845.00 | | 126,155 |
| 3445 | Janitorial services | 0 | 0.00 | | 0 |
| 3450 | Security services | 550 | 0.00 | | 550 |
| 3470 | Facilities planning - DGS | 10,000 | 277.00 | | 9,723 |
| 3820 | Professional services - internal (Attorney General) | 12,000 | 4,392.00 | | 7,608 |
| 4020 | Professional services - external (court reporters) | 18,000 | 565.00 | | 17,435 |
| | | | | | |
| | | | | | |
| | | | | | |

| ACCOUNT | | | | BALANCE | |
|--|--|------------------|-------------------|------------|----------------------|
| CODE | DESCRIPTION | | | % | REMAINING % |
| | | | | | |
| | | | | | |
| | | | | | |
| 4324 | Data processing software | 0 | 1,080.00 | | -1,080 |
| 4350 | Data processing minor equipment | 0 | 0.00 | | 0 |
| 4380 | Pro rata statewide expense (101,864 TBA) | 0 | 0.00 | | 0 |
| 4520 | Equipment replacement | 600 | 0.00 | | 600 |
| | | | | | |
| CATEGORY TOTAL | | | | | |
| 3000 | OPERATING EXPENSE AND EQUIPMENT | 263,188 | 68,494.00 | 26% | 194,694 74% |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 1000 | PAYROLL EXPENSE | 1,308,275 | 269,194.00 | 21% | 1,039,081 79% |
| 3000 | OPERATING EXPENSE AND EQUIPMENT | 263,188 | 68,494.00 | 26% | 194,694 74% |
| | Total - Payroll and Operating Expense | 1,571,463 | 337,688.00 | 21% | 1,233,775 79% |
| | | | | | |
| | Pro rata statewide expense (101,864) allotted | (see above) | 0.00 | | |
| | Encumbrance balance | | 27,787.00 | | |
| | | | 365,475.00 | 23% | |
| | | | | | |
| | DMV Administrative charge (78,000) | 0 | 0.00 | 0% | 0 |
| | | | | | |
| Grand total - fiscal year 2017-2018 | | 1,571,463 | 365,475.00 | 23% | 1,205,988 77% |

¹ Pro rata statewide expense is budgeted and expended on a quarterly basis; however, it does not show as an expenditure on DMV's reports. The Board will deduct the Pro rata expense at the end of FY 17/18.

² Funds encumbered (for specific purchases) but not yet expended are treated as expenditures. Encumbrance balances are held in abeyance for two years after fiscal year's end, and any balance remaining after two years is released and returned to the Board's fund.

³ DMV Administrative charges are included in the total budget authorized by the department for support in areas such as personnel, budget, and business services; however, this amount is not treated as an allocation and is not captured in the attached detail - deduct end of FY 16/17.

fiscal year 2017-2018

| | | | | | | | | | | | | | | | | |
|-------------------------------|--|--|---|------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--|
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | July | August | September | October | November | December | January | February | March | April | May | June | YTD | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Object Code 1213 | | | | | | | | | | | | | | | | |
| 0100-New MV Dir Lic. | | | 31415.00 | 85,886.00 | 66,836.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 184,137.00 | |
| 0200-NM VB Filing Fee | | | 1400.00 | 400.00 | 2,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,800.00 | |
| 0300-NM VB Annual Fee | | | 0.00 | 844,639.00 | 232,467.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,077,106.00 | |
| 1213 Object Total | | | 32,815.00 | 930,925.00 | 301,303.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,265,043.00 | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Object Code 1425 | | | | | | | | | | | | | | | | |
| 0800-Misc. Services | | | 192.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 192.00 | |
| 1425 Object Total | | | 192.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 192.00 | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Object Code 1614 | | | | | | | | | | | | | | | | |
| 1000-Arbitration Program Fees | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1614 Object Total | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Revenue this Month | | | 33,007.00 | 930,925.00 | 301,303.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,265,235.00 | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Revenue | | | | | | | | | | | | | | | | |
| Year to date | | | 33,007.00 | 963,932.00 | 1,265,235.00 | 1,265,235.00 | 1,265,235.00 | 1,265,235.00 | 1,265,235.00 | 1,265,235.00 | 1,265,235.00 | 1,265,235.00 | 1,265,235.00 | 1,265,235.00 | 1,265,235.00 | |
| | | | | | | | | | | | | | | | | |
| | | | 1 Reimbursement of costs associated with collection of Arbitration Certification Program Fees | | | | | | | | | | | | | |

